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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OVERT PROCEDURES  
Meeting Held 28 November 1949  
At 10:30, Presentation Room, Administration Building

Present: John Warner

- Legal Staff - Chairman
- Fiscal Division
- Administrative Staff
- Personnel Staff
- Inspection and Security

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1. The Chairman appointed [redacted], Acting Recorder for this meeting because of the absence of Recorder [redacted]

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2. The Chairman then announced that today's meeting was called for the purpose of considering certain questions directed by the Management Staff in a letter, and verbally, to the Chairman of both the Overt and Covert CIA Manual Committees, concerning the joint recommendations made 10 June 1949 to the Executive about the nature of the Agency operating manual to be adopted by CIA.

3. The Chairman read the letter received from the Management Officer and proceeded to call for comments concerning the respective points raised where conflict apparently existed. The following comments were expressed by the Committee:

a. Numbering System: It was brought out in the discussion that the Committee recommendations and the Management Staff proposals are substantially in agreement. The only apparent difference between the two is that the Management Staff suggests the use of letters to supplement page numbers for identifying page inserts instead of the decimal system suggested by the Committee. The Committee feels that the decimal method is preferable for use with a manual because it adapts itself more readily for identifying single paragraph and partial page insertions without upsetting the numbering arrangement of material that follows the change. Reproduction requirements are therefore held down to a minimum.

b. Broad General Policy and Procedures: The Management Staff's suggestion for separate manuals for containing respectively the broad general policy and detail procedures and correspondence was not accepted. It was felt that there is a definite need for a comprehensive manual where all required information could be found concerning the administration of CIA. The Committee feels that its recommendation for a controlled distribution of certain detailed sections of the manual to pertinent users will accomplish substantially the objectives in the Management Staff's proposal to issue

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a complete procedural manual to clerical and administrative personnel. There was also expression for standing by the original recommendation for a single manual on the grounds that in many categories, particularly personnel, a substantial amount of policy must be included and cannot be separated from procedure without materially weakening both.

c. Categories: Committee members expressed a feeling that the disparity between categories originally recommended and as offered by the Management Staff appears due to differences in approach to the problem of developing the Agency manual. It was felt that the proposed categories of "General Administration" and "Miscellaneous" are too vague for manual purposes and as such are better avoided. It was stated that the need is definite for categories (1) Manual, (2) Communications, (3) Liaison and (4) Organization. It was pointed out during the discussion that not enough emphasis and attention is being given at present to matters relevant to category liaison. Inclusion of this category in the manual would help to reduce such apparent deficiencies.

d. Other Issuances: The Committee felt that there does not appear to be any need of separate issuances outside the manual for "General Orders". As far as separate issuances of the type of CIA notices is concerned, the Committee feels its original recommendations are substantially similar to the Management Staff proposal and adequately cover such one time documents.

4. Pursuant to suggestions in letter of the Management Officer, the Committee agreed to a conference between representatives of the Committee and Management Staff. Mr. [ ] was appointed Committee representative to accompany the Chairman to this meeting, which will be held next week.

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5. The Chairman declared that notice would be given concerning the date of the next meeting.

6. Meeting adjourned.

[ ]  
Acting Recorder

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Distribution:

Chairman - original & 1



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